**APPENDIX I. ONLINE THIRD PARTY SERVICES – PARENT CONSENT AND AGREEMENT FORM**

As the parent/carer of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I understand that I have been provided access to the terms of use and privacy policy of each of the Online Third Party Services listed below.

I understand that my child’s personal information will be provided to these Online Third Party Services for registration and use and that this information may be stored outside of Australia.

I understand that if I do not consent to my child’s personal information being provided to these Online Third Party Services, my child may receive an alternative education program that does not make use of the Online Third Party Services.

*[Insert all consent online services in the table below using information from the Third Party Catalogue in Ikon (staff only). Add to table as needed. An example is provided for reference. Parent/carer may choose the option of consent for all services or can indicate the services they do not provide consent for by marking the Do Not Consent option.]*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Service:** |  | **Data Location:** [Specify if information is held onshore or offshore and the location.] | **Consent:** |
| **Purpose:** | [Specify the purpose of the online service.] | | Do not  Consent |
| **Information Disclosed:** | * [Add the specific information that is provided. Add as many points as required] |  |
| **Website:** | [Add URL link to required information] | |
| **Terms of Use:** | [Add URL link to required information] | |
| **Privacy Policy:** | [Add URL link to required information] | |
|  |  | |
| **[Example completed service listing]** | | | |
| **Name of Service:** | Canvas (Instructure) | **Data Location:** Offshore (Outside Australia) | **Consent:** |
| **Purpose:** | Learning management platform that enables schools to build a digital learning environment for teaching, learning, assessment, calendaring, and school communications | | Do not  Consent |
| **Information Disclosed:** | * Student name * Student work/content * Student grade or performance data * Parent contact information * Class details | * Student email * Student photos or videos * Parent name * Student username * School name |
| **Website:** | <https://www.instructure.com/en-au> | |
| **Terms of Use:** | <https://www.instructure.com/master-terms-conditions> | |
| **Privacy Policy:** | <https://www.instructure.com/canvas/privacy> | |

Please tick one option below:

* I consent to my child’s information being provided to ALL of the above Online Third Party Services.
* I DO NOT consent to my child’s information being provided to each of the above Online Third Party Services. I have ticked the Do Not Consent box beside the online service that I do not want my child to use.

|  |  |
| --- | --- |
| Parent/carer name: | Student name: |
| Date: | Student Year: |
| Signed: |  |

To return the form, express a limited consent, withdraw consent, or ask questions regarding consent, please contact **name, position - Ph. 0000 0000 email** [**xxx@education.wa.edu.au**](mailto:xxx@education.wa.edu.au)

Yours sincerely,

Principal

[Name of school]

*[Optional consent template (to be used when obtaining verbal consent as a record)]*

**Statement by the person taking consent – when it is read**

I have accurately read aloud the explanatory letter and the **Online Third Party Services Consent and Agreement Form** to the person giving consent and explained that:

* the identified information will be used in accordance with the Online Services Consent and Agreement Form
* the school will remove and/or request that the third party service removes the information from the date that the school receives a written withdrawal of consent.

I confirm that the person giving consent was given an opportunity to ask questions about the explanatory letter and Online Services Consent Form, and all questions have been answered correctly. I have no reason to believe that the person does not have the capability to provide consent. I confirm that the person giving consent has not been coerced into giving consent, and the consent has been given freely and voluntarily. A copy of the explanatory letter has been provided to the person giving consent.

Print name of student consent is being provided for:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name of person giving consent and date and time of conversation:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name and role of person taking the consent:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of person taking the consent:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_